



**Special Meeting of the Board of Trustees
September 28, 2016**

1. Opening of Meeting - 4:30 pm
2. Fire/EMS Department – Grant Acceptance - FEMA.....Action
3. Adjournment of Meeting

Colerain Township • 4200 Springdale Road • Colerain Township, Ohio 45251
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Trustees: Michael T. Inderhees, Gregory K. Insco, Jeffrey F. Ritter
Fiscal Officer: Heather E. Harlow
Administrator: Daniel P. Meloy

COLERAIN

Memo

To: Dan Meloy, Administrator
From: Frank Cook, Chief of Department
Date: September 26, 2016
Re: Federal Funds Grant Award



The Department of Fire and Emergency Medical Services received notice that its grant application has been approved for award under the Department of Homeland Security Federal Emergency Management Agency's Fire Prevention and Safety Grant Program.

The grant application was written to assist in staffing the Department's "Community Risk Reduction" (CRR) services (i.e., code enforcement, fire protection and life safety plans review and public education). Currently, we staff approximately 60 hours per week or 3,120 hours per year for CRR services. Historically, we've lost more than 10,000 work hours from this area of provided services since 2010, as a result of employee reassignments, death, and separations have contributed to why we've lost the hours from these services. Increases in construction developments and shortage of employee hours backlogged the fire and life safety inspections and public education facets of the Department's mission to a point the organization is significantly behind schedule. This FEMA grant was prepared with a focus on gaining funding to increase code enforcement through fire and life safety inspections, awareness and prevention programs (e.g., smoke alarm blitz) and public education facets.

The grant was approved for in an amount of \$89,143.00 over two-years. The grant requires a five-percent local match or \$4,457.00 (\$2,229.00 each year). This award will provide 50 work hours per week to be staffed with two part-time employees. It is expected that each inspector will work 25 hours each or 50 additional staff hours per week. These two part-time inspectors will be supervised by Captain Mark Walsh.

It's not expected that any expenditure from the Department's budget to support our share or match will not occur until sometime during the first quarter of 2017. It my recommendation to accept the grant award, so that we can continue to proactively provide "high-quality" CRR services to our citizens, businesses and visitors. However, FEMA requires a formal acceptance by October 7, 2016.

Should you have any questions pleased o not hesitate to contact me.

Daniel Meloy

From: Frank Cook
Sent: Monday, September 26, 2016 3:33 PM
To: Daniel Meloy
Subject: FW: Award Notification (Application Number: EMW-2015-FP-00205)

-----Original Message-----

From: firegrants@dhs.gov [mailto:firegrants@dhs.gov]
Sent: Friday, September 09, 2016 4:57 AM
To: Frank Cook <fcook@colerain.org>
Subject: Award Notification (Application Number: EMW-2015-FP-00205)

 Congratulations!

Your grant application submitted under The Department of Homeland Security (DHS) Federal Emergency Management Agency's (FEMA) Grant Programs Directorate FY 2015 Fire Prevention and Safety (FP&S) Grant Program has been approved for award. Please go to the Assistance to Firefighters eGrants system at https://portal.fema.gov to accept or decline your award. Enter the same User Name and Password used to complete the online application as requested on the login screen.

Once you are in the system, the Status page will be the first screen you see with the list of all awards your organization or department has applied for in the past. On the right side of the Status screen, you will see a column entitled "Action". In this column, please select "View Award Package" from the drop down menu; click the "Go" button to view your Award Package.

After review of your award package, you will need to indicate either your acceptance or declination of award. NOTE: If you wish to accept the award, you should do so within 30 days of this notification. When you have finished, please print your award package for your records.

As a reminder, by accepting this award you are confirming that you have discussed this application with your local officials and/or governing body and your organization is committed to fulfilling the requirements of this grant immediately upon acceptance.

If you choose to decline the award, you waive all future rights to this award.

If you accept your award, you will then see a link on the left side of the screen that says <i>Update 1199A</i> in the "Action" column. Click this link as it will take you to the SF-1199A Direct Deposit Sign-up Form. If you have not done so already, please complete the SF-1199A on-line. If you have been awarded an AFG Grant in the past, the 1199A link will be located under the "Action" column on the status screen of the first award your organization has received. When you have finished, you must submit the form electronically.

Then, using the "Print 1199A" button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form. After your bank has filled out their portion of the form, you must fax a copy of the form to FEMA's SF-1199A Processing Staff at 301-998-8699. You should keep the original form in your grant files. After the faxed version of your SF 1199A has been reviewed, you will receive an email indicating the form is approved. After which you will be able to request payments online.